



CITY OF GAINESVILLE

Community Development
Inspection Services Division

P.O. Box 2496

Gainesville, Georgia 30503

Phone 770-531-6570 Fax 678-989-3397

BUILDING PERMIT REQUIREMENTS **FOR 1 & 2 FAMILY DWELLINGS**

Everyone applying for a building permit is required to provide the following information:

1. A copy of a previously recorded site plan (plat or survey) of the property showing:
 - The property lines of the lot, giving distances to the nearest one-tenth of a foot.
 - The size of the lot.
 - Names and locations of all abutting streets or other right-of-ways.
 - An outline of all existing and proposed structures including the size and location.
 - The distance of those structures from all property lines.
 - Structures **MUST** be drawn by an engineered scale.
 - A tie point to a landmark such as a road intersection.
 - A north arrow sign on the survey.
 - Set backs approved by Zoning Department.
2. A copy of the septic tank permit issued by Environmental Health Department. If a septic system is already on the property, an approval letter from Environmental Health will be required. **NOTE: The letter must not be over 1 year old.**
3. **PROOF OF WATER – ONE OF THESE MUST BE SUBMITTED.**
 - A. A paid water meter receipt must be submitted if served by City of Gainesville water systems.
 - B. A well permit issued by Environmental Health Department.
 - C. In the event of a private community water system; a copy of an approval letter to tie into that water system must be submitted at the time of permitting.
4. Licensed General Contractors on the job **MUST** permit these applications. **HOWEVER**, a homeowner can be their own General Contractor. All contractors either homeowners or licensed, must bring in a plumbing, electrical & HVAC subcontractor affidavit at time of permitting. These affidavits must have original signatures of the subs. If they are not up-to-date on our system we will need a copy of their current Business License and State Card attached to the affidavits.

Permit Fees: - Total square feet under roof also open decks

.15 per square feet for the first 2,500 square feet plus

.12 per square feet from 2,501 square feet – to 5,000 square feet plus

.10 after 5,000 square feet plus

\$5.00 – Occupancy Permit –

\$1654.30 – Impact Fee per house

CITY OF GAINESVILLE
INFORMATION NEEDED FOR BUILDING PERMIT

PERMIT TYPE: _____ Lot # _____

JOB ADDRESS: _____

SUBDIVISION: _____

OWNER: _____ PHONE # _____

ADDRESS: _____ ZIP: _____

LANDOWNER(IF DIFFERENT THAN OWNER): _____

ADDRESS: _____ ZIP: _____ PHONE # _____

BUILDER NAME: _____ BUSINESS LICENSE# _____

ADDRESS: _____ PHONE # _____

CONTACT PERSON: _____ PHONE # _____

POWER COMPANY: _____ GAS CO: _____ WATER CO: _____

ESTIMATED COST OF CONSTRUCTION: _____ MAX. WIDTH AND DEPTH _____ # OF STORIES _____ #

BEDROOMS _____ # BATHS _____ BONUS ROOM: Y _____ N _____

BASEMENT: Y _____ N _____ SLAB: Y _____ N _____ CRAWL SPACE: Y _____ N _____

GARAGE: Y _____ N _____ CARPORT: Y _____ N _____ DRIVE UNDER: Y _____ N _____

WATER/WELL# _____ SEPTIC TANK # _____ DATE ISSUED _____

PORCHES UNDER ROOF: Y _____ N _____ DECK SIZE _____ SQ FT _____

(WHETHER FINISHED OR UNFINISHED DO NOT INCLUDE DECK SQ FT WITH THE TOTAL SQ FT)

LOT SIZE: WIDTH AT ROAD & DEPTH _____ RD FRONTAGE _____

ACREAGE: _____

TOTAL SQ FT _____ WHICH INCLUDES 1ST & 2ND FLOORS, GARAGES, BONUS ROOMS, CARPORTS, PORCHES & BASEMENTS.

DIRECTIONS TO JOB SITE FROM OUR OFFICE:

